\$ 5 AUG 1974

STAT

Mr. Joseph Bellen
Senior Staff Member
The Brookings Institution
1775 Massachusetts Avenue, N.W.
Washington, D.C. 20036

Dear Mr. Dellen:

Thank you for your letter of 26 July 1974 requesting a special briefing on Friday, 13 September for business executives in the President's Personnel Interchange Program. The date you proposed is fine and we shall be happy to arrange for the briefing as well as the luncheon.

I appreciate your kind remarks about the Agency's contribution to regular Conferences for Business Executives on Federal Government Operations. As you know this is a mutually rewarding effort; our senior officers who participate gain fresh insights into the interests and concerns of the business community.

of my staff will coordinate the program.

Sincerely,

Alfonso Rodriguez
Director of Training

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The Brookings Institution

1775 MASSACHUSETTS AVENUE N.W. / WASHINGTON D.C. 20036 / CABLES: BROOKINST / TELEPHONE: (202) 797-6000

Advanced Study Program

July 26, 1974

Mr. Alfonso Rodriguez
Director of Training
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Rodriguez:

The President's Commission on Personnel Interchange has requested The Brookings Institution to provide an educational orientation program for American business executives who will be spending a year with the government. We will be designing a program similar to our Conference for Business Executives on Federal Government Operations.

As you know The Central Intelligence Agency has always been a valuable resource in these conferences. Our business executives have always considered your presentation a highlight of the week's orientation. I would like to request and invite your special participation for Friday, September 13th for a meeting with the business executives in the President's Personnel Interchange Program.

Your usual format has always been stimulating and superb. Could we ask that a luncheon and briefing be considered by your organization? We of course, would reimburse you for the luncheons (30-35 members).

I look forward to your review and consideration.

Thank you very much.

Sincerely,

Joseph E. Dellen Senior Staff Member

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3. Assistant Deputy Director		A. /	4	panel-type presentation is usually very effective with this kind of audi- 2				
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Acting Director of Training				approval.				
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MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT

: Briefing for Executive Interchange Program

REFERENCE

: Memo dtd 3 Feb 72 to DD/S fm ExDir-Compt, same subject; memo dtd 16 Feb 72 to ExDir-Compt fm ΛDDS, same subject; memo dtd 16 Feb 72 to ΛDTR fm ΛDDS, same subject

- 1. Herewith are a suggested schedule and a few other ideas on procedures for the visit of the young officers of the Executive Interchange Program.
- 2. The general Brookings format probably would be quite suitable for this group, e.g. a 30-40 minute presentation by Mr. Colby, followed by a panel-type question and answer period. The panelists should be senior enough so they could answer a broad range of questions about their operations and activities. Although this is a junior executive group, their questions are likely to be just as incisive and penetrating as they sometimes are at the Brookings affairs. The office head or special assistant level would seem most appropriate. For example:

DDS	Jack Blake
DDI	Dick Lehman
DDP	
DDS&T	Dave Brandwein

A good choice for a fifth panelist would be Chuck Briggs, who could discuss planning, programming, management, computers, etc. As soon as Mr. Colby approves the suggested schedule, we shall contact the speakers and begin making the necessary administrative arrangements.

or

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	3.	Using	this	format	a	late	afternoon	schedule	might	look
some	ething l	ike thi	s:							

1445		Arrival and Coffee in USIB Conference Room				
1500-1530	•>	Opening Briefing by Mr. Colby				
1530-1645	-	Question and Answer Period				

This would allow the visitors to leave a little ahead of the $1700 \text{ rush}_{\circ}$

4. As to dates, the latter part of March would be most suitable in terms of OTR's other commitments. Subject to the approval and availability of Mr. Colby, of course, we should like to suggest Tuesday, 28 March.

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Acting Director of Training